

Didja Know?



- Did you ever receive a pesky statement from Citibank saying you still have a balance after your voucher was processed?
- Didja know you can prevent that from happening when you file your voucher?



- No?!??
- Well, help is here.
- Follow these steps from page 75 from the Kansas DTS Simplified Traveler User Guide.

Travel Voucher

- Just do the same things you always do when you file your voucher:
- Correct your Itinerary
- Edit your expenses
- Upload your receipts
- And just before you sign your voucher.....

Logged In As:
 Traveler Name:

Document Name:
 Document Type: Voucher

Screen ID: 1110.1

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Defense Travel System
 A New Era of Government Travel

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[Payment Totals](#)

[Partial Payments](#)

Click

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VIEW-ONLY

* Last Name:

* First Name:

MI:

* Gender:

☐ N/A ☐ M ☒ F

SSN:

Mailing

* Address Line 1: 2800 SW TOPEKA BLVD

* Address Line 2:

* City: TOPEKA

* State:

KS

* Zip Code: 66611

* Home Phone:

* Email Address:

Residence

Then Click here

**Click "Additional Options"
 Then Click "Payment Totals"**

Logged In As:
Traveler Name: Document Name:
Document Type: Voucher

Screen ID: 1063.1

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Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses: \$1,209.46
Non-Reimbursable Expenses: \$0.00
Reimbursable Expenses: \$1,209.46

Disbursement Summary

Gov't Advance Paid: \$0.00
Scheduled Partial Pmts Paid: \$0.00
Previous Voucher Payments: \$0.00
Total Prior Payments: \$0.00

Credit Summary

Collections: \$0.00
Waiver / Appeals: \$0.00
Net To Traveler: \$1,209.46
Balance Due US: \$0.00

Entitlement Summary

Trip Summary

Overall Starting Point

Leave From: **RES: TOPEKA,KS** [View](#)
Leave: 14-Jun-09

Location 1: ROSSLYN,VA

Leave From: **RES: TOPEKA,KS** [View](#)
TDY/TAD Loc: **ROSSLYN,VA**
Arrive: 14-Jun-09
Leave: 17-Jun-09

**When you get to this page, scroll
all the way down.**

Arrive: DCA-Washington, DC (USA)
(National Apt)

Carrier /
Flight: Midwest Express (YX) 2100 [View](#)

Conf/PNR: DCYX*BFBTXK
10:00AM - 17-Jun-09

Depart: DCA-Washington, DC (USA)
(National Apt)

11:45AM - 17-Jun-09
Arrive: MCI-Kansas City, MO (USA)
(Int'l. Apt)

Previous voucher Payments: \$0.00

Total Prior Payments: \$0.00

Credit Summary

Collections: \$0.00
Waiver / Appeals: \$0.00

Net To Traveler: \$1,209.46

Balance Due US: \$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$230.00	\$979.46	\$1,209.46
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
	-----	-----	-----
Net to Traveler:	\$230.00	\$979.46	\$1,209.46
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add'l GOVCC Amt:	\$-130.45	<input type="text" value="130.45"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$99.55	\$1,109.91	\$1,209.46

Enter extra \$\$

Click

> Calculate

To ensure you pay Citibank ALL that was charged on your Gvt Travel Card (GTC), get out your abacus and add up the airline ticket, hotel receipts, restaurant receipts, rental car receipt, gasoline, and any other receipts you have that you put on your GTC.

After you have added all those receipts, Enter your grand total in the box labeled "Add'l GOVCC Amt"

Then click "Calculate".

Proceed to the following page:

Preview

Continue



Ta-Da!



And now you know.
Citibank will be so
happy!